10
Top Tips
for an
Effective
Meeting
What's the desired outcome?
Who is needed?
Do we all know the agenda?
Stick to timings
Allow time to prepare
Select the best venue
Check the resources
Confirm everything
Have a Plan B
Get feedback
http://www.time-management-success.com/effective-meeting.html

Effective Meetings For Busy People Pc 02030

R Barnett

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